

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**DATE:** January 21, 2003  
**POSITION:** RELIEF COURTROOM DEPUTY  
**LOCATION:** 500 Pearl Street  
New York, New York  
**CLASS LEVEL:** Up to CL-26  
**SALARY:** Up to \$45,072 (Depending on Qualifications)  
**CLOSING DATE:** Open Until Filled  
**VACANCY NO.:** 03-03  
**NUMBER OF POSITIONS:** More than one position may be filled.

***THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY***

***DUTIES AND RESPONSIBILITIES:*** The Relief Courtroom Deputy Clerk substitutes for the permanent Courtroom Deputy in providing administrative and calendaring assistance to Federal District and Magistrate Judges as assigned, and calendar and courtroom trial duties for visiting judges. Duties include: calls the court calendar, conducts arraignments of defendants in criminal cases, notes the appearance of counsel in matters before the court, swears in witnesses and interpreters, and impanels the jury and administers oaths. The deputy also records proceedings and ruling for minutes of the court, prepares judgments and commitments, calendars and regulates the movement of cases, and performs other duties as assigned.

***REQUIRED QUALIFICATIONS:*** For full range CL-26, high school graduation, or equivalency, two years of general experience, and three years of specialized experience. **Desirable qualifications include superior interpersonal skills and oral and written communication skills, as well as computer literacy and knowledge of Lotus, Lotus Notes, Windows and WordPerfect standard software packages. A college degree is preferred.**

***GENERAL EXPERIENCE:*** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***SPECIALIZED EXPERIENCE:*** Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulation, directives, or laws. Such experience is commonly encountered in law firm, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

***EDUCATIONAL SUBSTITUTION:*** College education may be substituted for general experience.

***APPLICATION PROCEDURE:*** To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

***PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:***

***U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATTN: PERSONNEL, ROOM 310***

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK  
APPLICANTS MUST BE UNITED STATES CITIZENS**